

**United Congregational Church of Tolland**  
**Position Description for the Minister of Visitation**

**Primary Position Responsibilities** -- The Minister of Visitation is responsible for assisting with pastoral care and visitation as needs arise. The Minister will also assist with spiritual and theological education within UCCT. The Minister of Visitation reports directly to the Senior Pastor.

**Scope of the Position**

Responsibilities of the Minister of Visitation, but are not limited to the following:

- Visit shut in and homebound members approximately once a quarter. This equates to 1-2 visits each week.
- Prepare and lead morning Bible study once a week from September-May.
- Meet with the Called to Care team once every other month.
- Coordinate pastoral care and visitation weekly with the Senior Pastor and with the Senior Pastor and Caring Ministries Coordinator every other week.
- Assist with more urgent pastoral needs as time allows.
- Other Opportunities:
  - Fill preaching and worship leadership opportunities when the Senior Pastor is away or preach when the Senior Pastor is present, but not scheduled to preach. These opportunities would be compensated separately.
  - Perform weddings and/or funerals, if requested. Compensation to be arranged with the couple being married, or the funeral home.

**Expected Commitment**

The Minister of Visitation will work 8 hours per week from September through May and 5 hours per week from June through August, as agreed to with the Senior Pastor. Weekly hours may only be exceeded with the Senior Pastor's permission. Attendance on Sunday mornings for worship is not required. Mileage for job requirements will be reimbursed in accordance with the UCCT mileage policy at IRS rates.

**Compensation**

This is an hourly position. Two weeks paid vacation is based on the average number of hours worked per week. Additional uncompensated time off may be negotiated with the Senior Pastor.

**Education & Experience**

- Master of Divinity preferred or advanced course work; knowledge of scripture and theology
- Clergy Boundary Training or equivalent required
- Experience in offering Pastoral Care & Visitation; experience leading Bible Study

**Required Expertise**

The Minister of Visitation requires:

- High ethical standards and a clear background check

- An outgoing, warm, welcoming, and compassionate individual
- Outstanding written and verbal communication skills
- Maintaining confidentiality

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